

TITLE, SERIES, GRADE: Human Resources Officer, GS-201-15

SALARY RANGE: \$110,363 - \$143,471 per year

PROMOTION POTENTIAL: GS-15

JOB ANNOUNCEMENT NUMBER: 07-CRM-JC-058

WHO MAY BE CONSIDERED: Government-Wide (Status Candidates Only) and all eligible surplus/displaced Federal employees in the local commuting area

OPEN: August 3, 2007

CLOSE: August 24, 2007

POSITION INFORMATION: Full-Time Permanent

DUTY LOCATION: 1 vacancy - Washington, DC, Department of Justice, Criminal Division, Office of Administration, Human Resources Management Unit

THIS ANNOUNCEMENT HAS BEEN AMENDED TO EXTEND THE CLOSING DATE TO 08/24/07.

JOB SUMMARY:

We are looking for a dynamic human resources manager committed to providing customer-focused services and innovative solutions in a fast-paced law office environment to provide human resources support to more than 800 employees, mostly DC-based and represented around the world. The Director for Human Resources serves as the principal adviser responsible for planning, directing, and supervising the full-range of comprehensive programs for meeting all human resource needs of the Criminal Division. The Criminal Division has responsibility for a wide variety of challenging work that touches on every area of criminal law. Indeed, as the second largest Legal Division in the Department of Justice, the subject matter of the Division's litigation and policy mission is as broad and diverse as today's headline news. For more information regarding the work of the Criminal Division, please visit our website at: www.usdoj.gov/criminal.

MAJOR DUTIES:

As the Director of Human Resources, the incumbent oversees all HR operations and policy development, and serves as the senior adviser to top management. The Director oversees and manages a full array of human resources activities, including staffing, classification, position management, pay-setting, payroll services, performance management, awards, management/employee relations, benefits administration, executive resources, and human capital programs related to the President's Management Agenda. The Director also advises on the allocation of human resources, and works with Division leadership on corporate-wide staffing priorities, long- and short-range HR planning, and workplace strategies. Specific job responsibilities also include:

- Providing advice and direction to assure the development and maintenance of a sound organizational structure through effective position management.
- Planning, developing, and implementing human resources strategies, policies and services.
- Conducting management analysis and employing strategic human capital planning methods to improve current and future Division effectiveness and efficiency to support the Division's mission and program goals.
- Fostering a strong commitment to customer service in the delivery of human resources programs and operations to serve the Division's mission and its diverse workforce.
- Serving as principal advisor on human resources matters to top management officials, including the Executive and Deputy Executive Officers, Section Chiefs and Office Directors, and other supervisory and management officials.
- Establishing, fostering and maintaining effective working relationships with Division leadership and personnel.
- Serving as primary contact point and liaison with other Department counterparts.
- Serving as first-line supervisor to Assistant Directors of human resources programs, and an attorney on staff who serves as Agency Counsel providing legal advice, technical support and expert opinions on employment matters.
- Ensuring the effective management of the senior executive resources (SES) program for the Criminal Division, including position management, staffing, compensation, performance management, adverse actions, pay-for-performance, and incentive awards.

QUALIFICATIONS REQUIRED: Applicants must possess one year of specialized experience equivalent to the next lower grade in the Federal service. Specialized experience is experience which is typically related to the

position to be filled and which has equipped the applicant with the particular knowledge, skills, and abilities to successfully perform the duties of the position.

HOW YOU WILL BE EVALUATED: Eligible candidates will be evaluated against the following Quality Ranking Factors. Please include with your application a narrative statement describing possession of each ranking factor (failure to do so may result in a lower score).

QUALITY RANKING FACTORS:

- 1) Knowledge of federal personnel laws and regulations relating to the competitive, excepted and senior executive service as they relate to recruitment, staffing, classification, compensation, discipline and adverse actions, and incentive awards.
- 2) Ability to manage and deliver effective human resources services in such program areas as delegated examining, performance management, benefits and leave administration, disciplinary and adverse actions, incentive awards, and executive resources.
- 3) Ability to formulate and deliver innovative customer service strategies.
- 4) Demonstrated ability to effectively communicate both orally and in writing in the preparation of policies/procedures/presentations, and delivery of training/briefings to senior officials.
- 5) Proven skills in providing leadership to a diverse team of professionals in a customer service environment, including the ability to supervise and develop subordinate employees.

NOTE: For eligible surplus/displaced employees, well qualified means an applicant must meet all minimum qualification requirements and score at the midrange level points against the ranking factors stated in the vacancy announcement.

BENEFITS:

No, we don't have the salaries that some major law firms offer. However, our employees enjoy all of the rewards of working for our country as well as excellent and stable benefits. These include:

- Annual leave (Vacation and personal days)
 - 13 days a year for the first 3 years of Government service
 - 20 days a year for 3-15 years of service
 - 26 days a year after 15 years
- Sick leave - 13 days per year which can be carried over from year to year indefinitely
- Federal Employees Retirement System
- Thrift Savings Plan - tax-deferred savings with a matching Government contribution of up to 5 percent
- Group life insurance
- Group health insurance, including dental and vision options
- Long-term care insurance(optional)
- Transit Subsidy for public transportation
- Family Medical leave
- A robust Worklife Program that includes access to day care/child development center ("Just Us Kids"), dependent care counseling, and referral services
- Justice Occupational Health Organization, a state-of-the-art sports and gym facility at a fraction of the cost of comparable private facilities
- Justice Federal Credit Union, a full service financial institution
- Employee Assistance Program for counseling and referral services
- Health units, which offer free health awareness/screening programs, emergency response/walk-in care and first aid.

For an overview of the benefits currently offered to Federal employees please visit:

<http://www.usajobs.opm.gov/ei61.asp>

OTHER INFORMATION:

Relocation expenses are not authorized.

HOW TO APPLY:

Applicants may choose one of three job application procedures. You may:

- (1) submit Optional Form (OF) 612, Optional Application for Federal Employment, a fillable version of which can be found at: http://opm.gov/forms/pdf_fill/of612.pdf
- (2) a resume – please note that there are minimum requirements for resume content which are detailed below described and described in OPM Pamphlet OF-510, Applying for a Federal Job (copy of which is available at: <http://opm.gov/forms/pdfimage/of0510.pdf>); or
- (3) Standard Form 171, Application for Federal Employment.

In addition, the following items are required

-Applicants must also submit a separate statement addressing the Quality Ranking Factors listed above.

-Current Federally employed applicants must also submit a copy of your latest Notification of Personnel Action (SF-50), and copy of a performance appraisal issued within the last 12 months.

-Displaced and surplus federal employees must submit a copy of appropriate documentation of separation such as a RIF separation notice, or a separation certification letter issued by your agency or OPM which reflects that you will be separated or have been separated from your position.

Required Information on Resume**JOB INFORMATION**

- ☐ Announcement number, title and grade(s) of the job for which you are applying;

PERSONAL INFORMATION

- ☐ Full name, mailing address (with ZIP code), day and evening phone numbers (with area code)
- ☐ Social Security Number
- ☐ Country of Citizenship (Most Federal jobs require United States citizenship)
- ☐ Veterans' preference
- ☐ Reinstatement Eligibility (if requested, attach SF-50 proof of your career or career-conditional status)
- ☐ Highest Federal civilian grade held (including job series and dates held).

EDUCATION

- ☐ High School
Name, city, and state (ZIP Code)
Date of diploma or GED
- ☐ Colleges and universities
Name city and state (ZIP Code)
Majors and type and year of any degrees received (if no degree, show total credits earned and indicate whether semester or quarter hours)

WORK EXPERIENCE

- ☐ Provide the following information for your paid and nonpaid work experience related to the job for which you are applying. (Do not send job descriptions):
Job title (include series and grade if Federal job)
Duties and accomplishments
Employer's name and address and Supervisor's name and phone number
Starting and ending dates (month and year)
Hours worked per week and Salary
- ☐ If you are a current or recent Federal employee, you must submit a performance appraisal issued within the past 12 months, or if none exists, a statement to that effect and a copy of your latest Notification of Personnel Action (SF-50).

- ☐ Indicate if we may contact your current supervisor.

OTHER QUALIFICATIONS

- ☐ Job-related training courses (title and year)
- ☐ Job related skills, for example, other languages, computer software/hardware, tools, machinery, typing speed.
- ☐ Job-related certificates and licenses (current only).
- ☐ Job-related honors, awards, and specialized accomplishments, for example, publications, memberships in professional or honor societies, leadership activities, public speaking and performance awards (Give dates but do not send documents unless requested.).

Preference is to receive an application via e-mail at CRIMINAL.CRMJOBS@USDOJ.GOV or faxed to (202) 353-0775.

OTHER INFORMATION:

Relocation expenses are not authorized.

Applications that are e-mailed and/or faxed must be received by midnight of the closing date.

Mailed applications must be received by the closing date of this announcement.

Applications mailed using government postage will not be considered. This includes those sent through the internal mail.

If substituting education for specialized experience, transcripts must be submitted.

This is a permanent full-time position.

Time-in-grade requirements must be met by the closing date of this announcement.

All qualifications must be met by the closing date of this announcement.

This position is subject to a one-year supervisory/managerial probationary period, if one has not yet been completed.

If submitting a resume all requested information as outlined in this vacancy announcement must be included. If pertinent information is omitted from the resume, it will result in non-consideration for this position.

Failure to submit the requested information may result in a lower rating in the evaluation process.

It is the policy of the Department of Justice to achieve a drug-free workplace, and the person selected will be required to pass a drug test to screen for illegal drug use.

Employment is also contingent upon the satisfactory completion of a background investigation adjudicated by the Department of Justice.

Qualified applications will receive consideration without regard to race, color, national origin, religion, sex, age, marital status, disability, sexual orientation, or any other non-merit factor.

The U.S. Department of Justice is an Equal Opportunity/Reasonable Accommodation Employer. The Department of Justice welcomes and encourages applications from persons with physical and mental disabilities and will reasonably accommodate the needs of those persons. The Department is firmly committed to satisfying its affirmative obligations under the Rehabilitation Act of 1973, to ensure that persons with disabilities have every opportunity to be hired and advanced on the basis of merit within the Department of Justice. This agency

provides reasonable accommodation to applicants with disabilities where appropriate. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. Determinations on requests for accommodation will be made on a case-by-case basis.

CONTACT INFORMATION

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Or Write:

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